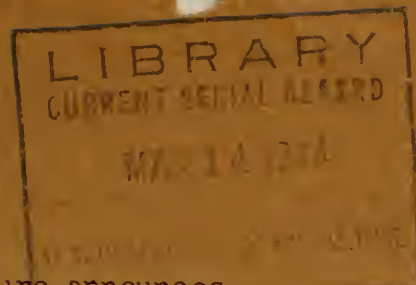


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Do not assume content reflects current scientific knowledge, policies, or practices.





P E R S O N N E L   A D M I N I S T R A T I O N

The Graduate School of the Department of Agriculture announces the following courses in Personnel Administration offered during the spring semester beginning January 31, 1944.

661. PERSONNEL ADMINISTRATION

Time: Monday 6-8 p.m. beginning January 31, 1944 - Course Credits -2  
Tuition: \$14      Limited to 35 students.

Deals with personnel problems which arise when people are associated together in a work situation. It is designed to acquaint the student with the basic personnel policies and practices which have been found necessary and useful in coping with these problems. Trends in public personnel administration and its relationship to over-all management are discussed. The course will be helpful to supervisors and administrators who desire a broad understanding of personnel administration and also to students who need foundation for the more specialized courses in the personnel field.

Instructors:

William E. Mosher, Dean of Maxwell Graduate School of  
Citizenship and Public Affairs, Syracuse University, and  
Consultant to the Administrator, Foreign Economic  
Administration

and

John C. Russell, Principal Administrative Analyst, Bureau  
of the Budget

\* \* \* \* \*

RELATED COURSES AVAILABLE

842. PERSONNEL ADMINISTRATION

Time: Monday 6-8 p.m. beginning January 31, 1944 - Course Credits 2  
Tuition: \$14

Instructor: Louis J. Kroeger, Executive Officer, Rationing  
Department, Office of Price Administration

659A. FEDERAL POSITION CLASSIFICATION

Time: Friday 6-8 beginning February 4. Course Credits - 2  
Tuition: \$14

Instructor: Robert L. Hill, Assistant to the Director, Office  
of Personnel, Department of Agriculture

659B. FEDERAL POSITION CLASSIFICATION

Time: Monday 6:30-8:30 beginning January 31. Course Credits -2  
Tuition: \$14

Instructor: O. Glenn Stahl, Assistant Director of Personnel,  
Federal Security Agency

627. ADVANCED FEDERAL POSITION CLASSIFICATION

Time: Monday 6-8 beginning January 31. Course Credits - 2  
Tuition: \$14

Instructor: James L. Buckley, Assistant Director of Personnel,  
Department of Agriculture and Richard W. Cooper, Acting Director  
of Personnel, War Manpower Commission.

